

Application No. 09/694,965

AMENDMENTS TO THE CLAIMS:

This listing of claims will replace all prior versions, and listings of claims in the application:

1. (Currently Amended) A method of administrating a plurality of machines, each machine capable of performing at least one function on image data, selected from a group of functions comprising printing, copying, finishing, scanning to a memory, sending a facsimile, and receiving a facsimile, comprising the steps of:

selecting, for each function available from a selected machine of the plurality of machines, at least one type of code required for using the function;

for a desired function at the selected machine, displaying a request for entering a code of the type of code required for using the function; and

the machine carrying out a one preselected course of action of a plurality of selectable courses of action if the code required for using the function is not entered, one selectable course of action including the machine holding image data.

2. (Original) The method of claim 1, wherein the at least one type of code required for using the function is a billing code.

3. (Original) The method of claim 1, wherein the step of selecting at least one type of code required for using the function includes selecting as a first type of code a user ID, and selecting as a second type of code a billing code.

4. (Currently Amended) The method of claim 1, one preselected selectable course of action including having the machine perform the function.

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5. (Currently Amended) The method of claim 1, one preselected selectable course of action including having the machine hold image data relating to the function for a predetermined amount of time.

6. (Currently Amended) The method of claim 1, one preselected selectable course of action including having the machine hold image data relating to the function until the code required for using the function is entered.

7. (Currently Amended) The method of claim 1, one preselected selectable course of action including entering a default code instead of the required code.

8. (Currently Amended) The method of claim 1, wherein the default code is dependent on a machine code associated with the selected machine.

9. (Original) The method of claim 1, wherein the step of selecting at least one type of code required for using the function includes selecting as a first type of code a user ID, and selecting as a second type of code a billing code, and wherein the default code for the billing code is dependent on the user ID.

10. (Original) The method of claim 1, further comprising the step of displaying a set of selectable types of codes which can be required to use a function in a selected machine.

11. (Original) The method of claim 1, further comprising the step of displaying a set of selectable types of codes which can be required to use each of a plurality of functions in a selected machine, whereby a first set of types of codes may be selected to be required for a first function and a second set of types of codes may be selected to be required for a second function.

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12. (Cancelled)

13. (Original) The method of **claim 1**, further comprising the step of for each of a plurality of functions available for a selected machine, displaying a set of selectable courses of action to be the preselected course of action if the code required for using the function is not entered, whereby a first course of action is related to a first function and a second course of action is related to a second function.

14. (New) The method of **claim 1**, wherein the holding of image data includes holding decomposed image data.

15. (New) The method of **claim 1**, wherein the holding of image data includes holding of image data until a requested finishing option is authorized.

16. (New) The method of **claim 1**, further comprising displaying information about each of a plurality of machines, and a set of selectable courses of action for each machine.